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## *Memorandum*

TO: Administration Committee

DATE: September 2, 2009

FR: Executive Director

W. I. 1153

RE: Strategic Facility Planning

The Bay Area Air Quality Management District (Air District) is currently undertaking a strategic facility planning process and has selected Hellmuth, Obata + Kassabaum, Inc. (HOK) Advanced Strategies Inc., to assist with its visioning process and needs assessment data gathering (Phase I). At its Board of Directors Executive Committee meeting on July 29<sup>th</sup>, several committee members expressed an interest in exploring co-location opportunities with MTC, ABAG and other public agencies. The results of the Phase I Needs Assessment will be presented to the Air District's Executive Committee at its September 24<sup>th</sup> meeting. The Committee's recommendations will be forwarded to the full Board of Directors on October 7, 2009. A potential recommendation to move forward with the Phase II – Options Study may be made at that time.

While the MetroCenter currently meets MTC's facility needs, this is an opportunity to begin a process for analyzing and developing options to meet future growth since there is no additional space available in the building unless space is vacated by either ABAG or BART. Therefore, staff proposes to participate in the Options Study and will work with the Air District to develop HOK's scope of work to include, at a minimum, a comparison of similarities and differences in office needs between our agencies, analyze common area requirements including Commission and public meeting facilities, shared information technology and copy/mail room services, property management arrangements, high rise versus campus like structures, as well as site locations that are adjacent to regional transportation hubs.

If the Air District authorizes the Phase II Options Study, MTC would plan to execute a funding agreement with the Air District to contribute our share of the Phase II cost which will be determined once the scope of work is finalized. Teri Green will be available at your meeting to respond to any questions you might have about moving forward with this study.

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Steve Heminger

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